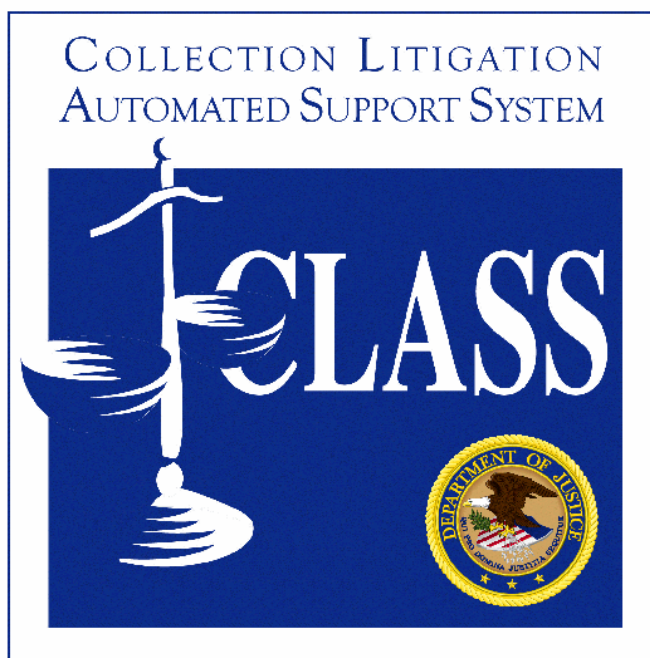

NATIONWIDE CENTRAL INTAKE FACILITY (NCIF)

CLASS Version Description Document - *For Release 3.5*

Version 1.0



Production - Final

Prepared for:

U.S. Department of Justice
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LIMITED OFFICIAL USE

November 2004

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NCIF Library

SPL Library (Official Copy)

CHANGE PAGE

This page records changes reflected in each new version of the CLASS Version Description Document. The current document version is noted on the cover page.

DESCRIPTION	DATE	AUTHOR
Initial baseline.	11/04	Fola Dosunmu, Technical Support Manager

VERSION HISTORY

This page records the source code version and the image version reflected in each new version of the CLASS Version Description Document. The current document version and the current release version are noted on the cover page.

Date	Source Code Version	Image Version	Description of Change
11/04	3.5	1.0	Initial baseline.

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1.0 INTRODUCTION

The *Collection Litigation Automated Support System (CLASS) Version Description Document (VDD)* is the primary configuration control document, which tracks and controls versions of the CLASS software to be released to the operational environment. This document summarizes the features and contents for the software build. The CLASS VDD identifies and describes the versions of the software Configuration Items (CIs) being delivered to the Department of Justice (DOJ), including all changes to the software CIs since the last VDD was issued.

1.1 ROLES AND RESPONSIBILITIES

The roles and responsibilities are described as follows:

- **Technical Manager** or the **System Administrator** prepares the VDD with the help of the project team.
- **Technical Writer** creates the VDD template and edits the final draft of the document.
- **ALDON Administrator** provides a list of software (i.e., COBOL programs, RMS programs, database files, and Control Language) stored in the ALDON Configuration Management System (CMS) version control software.
- **Affiniti Administrator** provides a list of software (i.e., Oracle forms and reports, procedures and functions, correspondence, and WordPerfect documents) stored in the Affiniti version control software.
- **JWalk Graphical User Interface (GUI) Administrator** provides a list of software stored in JWalk.
- **HelpDesk Supervisor** provides a list of training alerts and system bulletins.
- **Software Quality Assurance (SQA) Lead** provides a list of problem reports that were unresolved at the time of release.
- **Configuration Management (CM) Analyst** provides a list of change requests that affected the release and verifies that the new release environment matches the programs listed in the VDD.
- **Quality Assurance Manager** validates that the VDD is compliant with the Software Development Life Cycle (SDLC) format.

1.2 PROCESS

The CLASS VDD is prepared according to the DOJ Systems Development Life Cycle Guidance Document, issued January 2003.

2.0 SCOPE

The CLASS VDD, Release 3.5 tracks and controls software to be released to the CLASS system as part of Release 3.5. This release includes changes approved by the Department of Justice (DOJ) and by the Change Review Group (CRG).

2.1 IDENTIFICATION

This VDD is defined for CLASS Release 3.5 and is intended for the DOJ.

Release 3.5 has an effective date of November 8, 2004. Support of the previous software release expires on the implementation date of software Release 3.5.

2.2 APPLICABILITY

The intended recipients of CLASS, Release 3.5 are the U.S. Attorney Financial Litigation Units and their Private Counsel in the following districts:

- Central District of California
- District of Columbia
- Eastern District of Michigan
- Eastern District of New York
- Northern District of California
- Northern District of Illinois
- Northern District of New York
- Southern District of Florida
- Southern District of Texas

Also, users of CLASS, Release 3.5 are in the following offices and agencies:

- DCM
- EDUC
- EOUSA
- HHS

2.3 SYSTEM OVERVIEW

The VDD includes the changes to the CLASS system and all related applications, for the Nationwide Central Intake Facility (NCIF) located in Silver Spring, Maryland. CLASS resides on two-mirrored IBM AS/400 mid-range computers located at the Justice Data Center, Washington (JDC-W) in Rockville, Maryland. CLASS is an application that supports the processing, tracking, and litigation of civil debts referred to the Department of Justice (DOJ) by its client agencies. Users of CLASS include the Financial Litigation Unit (FLU) personnel in U.S. Attorney Offices, Private Counsel under contract with the DOJ to litigate civil debts, and various management officials within the Department of Justice.

CACI International, Inc. the primary contractor for NCIF, is responsible for supporting CLASS.

CLASS is based on a commercial off-the-shelf (COTS) software product called the Recovery Management System (RMS), and supports transaction-based batch and interactive processing. Users of CLASS connect to the system through various communication paths.

The CLASS production environment network consists of:

- a. the production IBM AS/400;
- b. the dial-in and firewall connection used by the Private Counsel contractors;
- c. the DOJ networks through which the U.S. Attorneys personnel, the Debt Collection Management (DCM) personnel, and the CACI support personnel connect; and,
- d. the communications software that resides on all users' desktops.

2.4 DOCUMENTATION OVERVIEW

As stated, the CLASS VDD is a summary of the features and contents for the CLASS software build. The CLASS VDD documents the version of the Configuration Item (CI) being delivered to the DOJ, including all changes to the CI since the last software release was issued. Specific information about changes implemented in Release 3.5 is found in Section 4.3 of this document.

2.5 POINTS OF CONTACT

Points of contact are listed below:

Name	Title	Phone	Email Address
Diane Watson	COTR	301- 585-2391, ext. 101	Diane.E.Watson@usdoj.gov
Collette Briscoe	Management Analyst	301-585-2391, ext. 108	Collette L .GumbsBriscoe@usdoj.gov
Fola Dosunmu	Technical Manager	301- 585-2391, ext. 116	FDosunmu@CACI.com
Linda Cyran	Verification and Validation Manager	301- 585-2391, ext. 127	LCyran@CACI.com

3.0 REFERENCE DOCUMENTS

The following are the specifications, standards, manuals, and other documents used as source materials for this document:

- DOJ Systems Development Life Cycle Guidance Document, Version Description Document, Appendix C-33, January 2003
- Change Requests from the Remedy System

4.0 VERSION DESCRIPTION

The CLASS Version Description contains inventory release information, and changes installed in Release 3.5.

4.1 INVENTORY OF MATERIALS RELEASED

GUI updates to the CLASS system are shipped on CDs.

All physical media and associated documentation are as follows:

Physical media:

1. CLASS Install CDs

Associated documents:

1. CLASS Requirements Document, Release 3.5
2. CLASS Consolidated Requirements Traceability Matrix
3. CLASS Version Description Document, Release 3.5
4. CLASS System Bulletin - *CLASS Update, Version 3.5, Issue #SB-05-003*, November 4, 2004

4.2 INVENTORY OF SOFTWARE CONTENTS

The inventory of software contents includes executables and environment files. They are:

RMS/CACI Modules

Name	Type	Description	Version	Date	Library
BCHDOCPRB	*PGM	Batch Document Generation (Populates MAILFILE)	00K00015	2004-11	RMSCUSTOM
BGCFARPT	*PGM	Monthly Statistical on Civil Cases Detailed Report	0060000N	2004-11	RMSCUSTOM
BGCFASCRN	*FILE	Display file for BG CFA report	0040000F	2004-11	RMSCUSTOM
CODESLISTB	*PGM	To Produce listing for different codes	0040000D	2004-11	RMSCUSTOM
CPYMAILFB	*PGM	Copy MAILFILE to users Library	0050000N	2004-11	RMSCUSTOM
FIXPMTPRGC	*PGM	Calling procedure for fixing payment & Cont. fee	00100004	2004-11	RMSCUSTOM
LIENFILINB	*PGM	Accounts in Judgment Without Lien Information	0040000F	2004-11	RMSCUSTOM
MAILFILE	*FILE		00C00015	2004-11	RMSNEWOBJ
MAILFILEL	*FILE		0080000S	2004-11	RMSNEWOBJ
PCOFFRPT	*PGM	Executable for PC offices Open/Closed report	0060000G	2004-11	RMSCUSTOM
PCOFFRPTD	*FILE	Display file for PC offices Open/Closed report	0040000G	2004-11	RMSCUSTOM
PMTTOINTR	*PGM	LM	0030000G	2004-11	RMSCUSTOM
PMTTOINTRB	*PGM	Report, Payments Applied to Interest Only	0030000D	2004-11	RMSCUSTOM
PMT2INTSCR	*FILE	Screen for Payments Applied to Interest Only	0030000D	2004-11	RMSCUSTOM

Oracle Work Products

Change Request	Work Product	Version	Date
1268	INSERT_ADMIN_COPY	6.000	8/30/04
1262	PB_TRANSFER.TXT	6.000	11/04/04
1262	TRANSFER.FMB	8.001	11/04/04
1295	REFUNDS.RDF	2.000	11/15/04

JWalk GUI

RMS		
CR	PANE	Description
1264	(176)	Align values on the Financial Transactions Screen
1268	(143SAV)	"V7 - TOP History" shows in the Select Options drop down list on the Update Accounts screen
	(196_1)	"V7 - TOP History" shows under Options button on the Work Screen
	(182)	TOP History screen title
1282	(169)	Cases Assigned to PC Report
1286	(143SAV)	"Print RMS Summary" shows in the Select Options drop down list on the Update Accounts screen

CACI		
CR	PANE	Description
1250	(173i)	Payments Applied to Interest Only Parameter Screen
1283	(28)	Monthly Statistical on Civil Cases Detailed-LookUp buttons (+logic) added
1284	(212)	Select Accounts Screen (removed screen tabs)

IQ QUERY		
PANE	AS/400/Source	Member Name
N/A		

Correspondence

Name	Description	Date	Version
MULSJPKG	Multiple Count Summary Judgment Package	11/16/2004	1.000

4.3 CHANGES INSTALLED

Specific requirements for each change request can be found in the CLASS Requirements Document, Version 3.5. Changes installed are listed below.

Change #	Description
1250	Modify the QC Report (Payments Applied to Interest Only) to give user a date range option.
1262	Modify Transfer/Reactivate process to stop duplicating Hot Comments of the original account in the account history of the new account that ends in 'T' or 'R'.
1264	Move the Balance value to the right in the Financial Transactions screen, so that it lines up with the Today's Balance, Principal Amount, Interest, and Cost values. The phrase "as of" and the last interest date will need to be moved to

Change #	Description
	the right as well.
1268	Review entire V7 history to make sure all TOP transactions are being displayed, remove any non TOP transactions, change the title of the screen to "Treasury Offset Program", and make all necessary changes to support this action.
1275	At the end of the "Account Status and Activity Codes List" report, there is a report titled "Activities with no associated Account Status". The column listing the activity codes is erroneously labeled "Account Status Code". Change the column listing to "Activity Code". Also, to be consistent with the other code list report titles, the title of the report should be in title case (first letter caps). Change the report title to "Activities With No Associated Account Status".
1278	Create a multi-count summary judgment package and implement on CLASS.
1279	Correct the Accounts in Judgment Without Lien Information report. The report currently displays accounts in Judgment WITH Lien Information.
1280	User wanted to know if it was possible for CLASS to display each additional property on one cover letter instead of manually typing it in the document. Duplicate fields need to be created. The current fields are COUNTYREC, COLADDR1, COLADDR2, AND LIENAMT.
1282	Modify "Cases Assigned to PC Report" on the Agency Menu to display lookup table for Agency Code.
1283	Modify "Monthly Statistical on Civil Cases Detailed Report" on the Agency Menu to display lookup tables for Agency Code and COA.
1284	Remove the screen tabs from the Select Accounts screen to be consistent with other Work with Schedule screens.
1286	Update the Select Option Field on the Account Screen. Modify list to display "Print RMS Summary" instead of "Printing RMS Summary".
1295	Re-label the grand total for Count to "Grand Count" and the grand total for Total to "Grand Total" on the Multiple Excess Recoveries Report. Also, re-label the district total for Count to "District Count" and the district total for Total to "District Total".
1302	Create a CL process to automate the process of updating the total payment and contingency fee fields. Place this process in the system schedule to execute on weekly basis.
1350	Modify the CLASS Installation CD to detect the existence of a Windows XP operating system. The CLASS install disk currently installs (by default) a version of the firewall (Check Point VPN-1 SecuRemote) that is incompatible with XP. The CLASS Installation CD should install the XP version of SecuRemote when Windows XP is detected during a dial-up/firewall user

Change #	Description
	installation. There is approximately 40 CLASS users that are already using Windows XP.
1387	Modify CLASS installation CD and program to include the Security Awareness PowerPoint presentation and the Rules of Behavior.

4.4 INTERFACE COMPATIBILITY

This section is not applicable to this release.

4.5 ADAPTATION DATA

This section is not applicable to this release.

4.6 BIBLIOGRAPHY OF REFERENCE DOCUMENTS

CLASS reference document includes:

- Requirements Document, Release 3.5

4.7 INSTALLATION INSTRUCTIONS

CLASS Release 3.5 update and full installation instructions are as follows:

PART I – CLASS Version 3.5 Update

1. Contact the HelpDesk. The phone number for USAO personnel is 301-585-2391, and for Private Counsel Offices is 800-683-6567.
2. Insert the CD into your CD-ROM drive. *NOTE: If the message does not appear, click the “Start” button, and select “Run”. The Run dialog box will appear. Type “D:\STARTUP.exe” (The drive letter assigned to your CD-ROM may be different. If so, your support person will assist you in determining your CD-ROM’s drive letter.)*
 - a. **If CLASS is already installed** on your computer, a dialog box should appear stating: “CLASS has already been installed on this computer. Would you like to reinstall CLASS or perform CLASS Update?” Click “**CLASS Update**” to continue and go to item “3” below.
 - b. **If CLASS is NOT already installed**, a dialog box should appear stating: “You are about to install the CLASS Automated Debt Collection Software. Do you wish to continue?” **Go to ‘Part II – Full Installation’**
3. If you selected to Update, the “CLASS Installer” window will appear, with 2 selection areas. On top will be the “CLASS Documentation” section, beneath that will be the “CLASS Installation” section.

- a. If your office has already installed all or part of the **CLASS Documentation**, the top section will have a Green circle next to each of the options it is able to locate on your computer. The options that need to be updated will have a Yellow circle & Check box (default is selected) next to them. The options **NOT** detected will have a Red circle & Check Box (default is selected) next to them.
 - b. The **CLASS Installation** section will have the following option selected "Update GUI to version 3.5."
4. Click "Start Update".
5. The Start Update button will gray out and the program will show the files that are being copied. After a short period the update process will complete, and a dialog box appears titled "Success" stating "Installation Completed". Click "**OK**" to finish.
6. Go to "**PART III – Verification**" in order to confirm the Update process was successful.

PART II – Full Installation

1. Insert the CD into your CD-ROM drive;
 - a. A dialog box should appear stating: "You are about to install the CLASS Automated Debt Collection Software. Do you wish to continue?"
 - b. If the message does not appear, click the "**Start**" button, and select "**Run**". The "**Run**" dialog box will appear. Type "**D:\STARTUP.exe**" (The drive letter assigned to your CD-ROM may be different. If so, your support person will assist you in determining your CD-ROM's drive letter.) Click "**OK**". The dialog box will then appear stating: "You are about to install the CLASS Automated Debt Collection Software. Do you wish to continue?"
3. Click "**Yes**" to continue.
4. A dialog box will then appear stating: "Enter the CLASS UserID". Please enter the UserID for the person whose workstation is being updated.
5. Enter the CLASS User ID in all capitals and click "**OK**"
6. A screen titled "CLASS Install Version" will appear.
7. From this screen you will need to select the type of Installation you will do. Choose either "Private Counsel" or "USAO". The default "Destination Drive" onto which CLASS will install is "C:\\" for Private Counsel or "D:\\" for USAO; you can change this if you like.

8. If your office has **NOT** been set up as Shared Directory Office (**USAO Only**), go to Step 9. If your office has already been set up as Shared Directory: (**note: this will not establish your office as shared directory, only configure the User for it**)
 - a. Click on the “Advanced” button.
 - b. A screen titled “CLASS Install – Advanced Options” will appear.
 - c. Select “Convert to Shared Templates”, and click “Accept”. You will be returned to the “CLASS Install Version” screen.
9. Click “**Begin Installation**”, and the installation process will begin. First, “Installing Correspondence” will run, then “Rumba Setup”, and “WallData PTF Installer” will run, both in full screen.
10. If USAO go to Step 11. If, Private Counsel Office, a dialog box will appear titled “CLASS Dial-Up Installation”.
 - a. Enter the CLASS User ID (all capitals) in the “Username” field, and click “**OK**”.
 - b. A message stating: “CLASS will need to control this next installation application. After clicking ok, please do not touch the mouse or keyboard.” Click “**OK**” to continue. “CACI Windows Client Version 4.0C5” will be installed.
 - c. Then the “CLASS Install Version” screen will return, showing “Installing Rumba Update Files”.
 - d. A message will appear stating: “CLASS will need to control this next installation application. After clicking ok, please do not touch the mouse or keyboard.” Click “**OK**” to continue. “CheckPoint VPN-1 SecuRemote/SecureClient” will be installed. Go to Step 13.
11. A message stating: “CLASS will need to control this next installation application. After clicking ok, please do not touch the mouse or keyboard.” Click “**OK**” to continue. “CACI Windows Client Version 4.0C5” will be installed.
12. Then the “CLASS Install Version” screen will return, showing “Installing Rumba Update Files”.
13. If Shared Directory Office, the screen will return “Setting Up Shared Folder Environment”.
14. After a few moments, a message will appear stating “The installation completed successfully”. Click “**OK**”.

15. A message will then appear stating: “Prior to using the CLASS software, your PC must be rebooted. Please close all open applications and click OK to reboot. You can click Cancel and reboot manually later.” Click “**OK**”. Your computer will then reboot.
16. Go to “**PART III – Verification**” in order to confirm the Update/Conversion process was successful.

PART III – Verification

1. Once your computer has restarted, (if you are a Private Counsel user, re-connect the Dial-Up, and FireWall also) locate the CLASS icon on your desktop, and double click on it to start CLASS.
2. The CACI Windows Client connection screen will appear, and then the CLASS Sign-On screen.
3. Locate and click on the “**Help**” menu option in the upper left-hand corner of the screen.
4. Click on “**Application Information**”. A window title “Application Information” should appear.
5. From the “Application Info” tab, “**CLASS V3.5**” should be listed to the left of “Application Name”. Click “**Return**” to close the window, and be returned to the CLASS Sign-On screen.
6. See **System Bulletin 05-003** for information regarding the updated CLASS features.

4.8 POSSIBLE PROBLEMS AND KNOWN ERRORS

There were no findings in CLASS Release 3.5. All identified problems and known errors were addressed and resolved prior to the software being released.

4.9 ACRONYMS

CI	Configuration Items
CIS	Case Initiation Sheet
CLASS	Collection Litigation Automated Support System
CM Analyst	Configuration Management Analyst
CMS	Configuration Management System
COA	Cause of Action
COTS	Commercial-off-the-shelf
CR	Change Request
CRG	Change Review Group
DAOG	Debt Accounting Operations Group
DCM	Debt Collections Management

DOJ	Department of Justice
EDUC	Department of Education
EOUSA	Executive Offices of the United States Attorney
FLU	Financial Litigation Unit
GUI	Graphical User Interface
HHS	Health and Human Services
JDC-W	Justice Data Center-Washington
NCIF	Nationwide Central Intake Facility
PJ	Postjudgment
RMS	Recovery Management System
TOP	Treasury Offset Program
USAOs	United States Attorney Offices
VB	Visual Basic
VDD	Version Description Document

